 <b>CD-018300</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 09/30/90</b> <b>EFFECTIVE DATE: 09/30/90</b> <b>REVIEW/REVISED: 01/12/05</b>
	<b>TITLE: Establishment of the Corrections Training Division</b>	

**AUTHORITY:**

- A. NMSA 1978, Sections 9-3-3, 9-3-5, 9-3-6 and 9-3-12 as amended, "Executive Reorganization Act".
- B. NMSA 1978, Sections 10-9-1 through 10-9-25 as amended, "State Personnel Act".

**REFERENCES:**

- A. Policy *CD-010100*.
- B. ACA Standards 2-CO-1D-01 and 2-CO-1D-03, *Manual of Standards for the Administration of Correctional Agencies*, 1993.
- C. ACA Standards 4-4008 and 4-4009, *Manual of Standards for Adult Corrections Institutions* 4<sup>th</sup> Edition.
- D. ACA Standards 1-CTA-1A-06 and 1-CTA-1A-07, *Manual of Standards for Training Academies*, 1993.

**PURPOSE:**

To create a single unified division within the Corrections Department with the responsibility to:

- A. Establish staff development training programs and instruction for classified employees to include the following classifications:
  - 1. Correctional Officers (cadets to majors);
  - 2. Administrative/management personnel;
  - 3. Professional specialists; and
  - 4. Clerical support staff.
- B. Provide guidance to executive management personnel on technical or educational programs offered by other state agencies; and,

- C. Act as the Department's liaison to other agencies offering specialized training to state employees.
- D. Provide technical assistance to the Department as requested in such areas as research, standards compliance and best practices.
- E. All responsibility, authority, support and liaison within this division shall be reviewed at least annually and updated as needed. **[2-CO-1A-13]**

**APPLICABILITY:**

All Department employees and to persons or organizations conducting business with or providing employee training services to the Department.

**FORMS:**

None

**ATTACHMENTS:**

**Organizational Structure of the Corrections Training Academy Division Attachment (CA-010701.A)**

**DEFINITIONS:**

- A. Director: Individual appointed by the Secretary of the Department with the approval of the Governor.
- B. Division: Principal unit within the organizational structure of the Department headed by a director.
- C. Secretary: The chief administrator of the Department appointed by the Governor with the consent of the New Mexico State Senate, responsible for the overall functions and operations of the Department.
- D. Section: Principal unit within the division's organizational structure, headed by a supervisor who is employed by the Department and who is subject to the provisions of the State Personnel Act as that statute pertains to classified employees. For the purposes of this policy, Sections are not to be considered bureaus, as that term is defined within the State Personnel Act.

**POLICY:**


Proper staff development training programs shall be provided by, and under the auspices of, a single division to ensure that Departmental staff training requirements are standardized and met.



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Joe R. Williams, Secretary of Corrections  
New Mexico Corrections Department

01/12/05  
Date

 <b>CD-018301</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 09/30/90</b> <b>EFFECTIVE DATE: 09/30/90</b> <b>REVIEW/REVISED: 01/12/05</b>
	<b>TITLE: Establishment of the Corrections Training Division</b>	

**AUTHORITY:**

Policy *CD-018300*

**PROCEDURES:**

- A. The Corrections Training Division Director shall organize the Division into as many Sections as the Director deems necessary to provide Department employees with complete, viable and thorough training through the development of training programs.
- B. Training programs developed shall be in accordance with overall Department philosophy, policies and procedures, and must meet ACA training requirements.
- C. The Division Director shall further implement appropriate rules, regulations, policies and procedures to govern the development of curriculum criteria covering:
  1. Basic training requirements of the Department's Correctional Officer Cadet employees; and
  2. Advanced and specialized training to upgrade and increase the knowledge and skills of Department support staff, supervisory and management personnel.
- D. The Division Director shall establish policy and procedures to annually evaluate existing curricula for purposes of enhancing course content and developing new training programs.
- E. The Division Director shall establish appropriate criteria to be used to coordinate and oversee the recruitment, screening and hiring process of new Correctional Officer employees.
- F. The Division Director shall provide for the proper accounting procedures to produce the Division's budget. The Division Director shall further provide for a system of internal accountability of revenues appropriated by the State legislature and other funds received from federal sources. Accounting procedures shall reflect governmental generally accepted accounting principles.

- G. The qualifications for the position of Director will include, at a minimum, the following: a Bachelor's Degree in an appropriate discipline; five years of related administrative experience; and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to the Bachelor's Degree.
- H. The **Organizational Structure of the Corrections Training Academy Division** Attachment (CD-010701.A) specifies lines of authority and chain-of-command as applied to sections and units that form the Division.



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Joe R. Williams, Secretary of Corrections  
New Mexico Corrections Department

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